



Department of ADMINISTRATIVE SERVICES *Job Postings*



Central Connecticut State University CSU ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public, State Employees, Agency Employees

Location: Central Connecticut State University

Hours: TBD

Closing Date: August 26, 2016

Central Connecticut State University invites applications for a full-time, CSU Administrative Assistant in the Office of the Chief Financial Officer. CCSU is seeking an experienced, energetic professional to assist in a fast paced work environment with a broad range of support functions. Duties include: administration of a professional office environment; the compilation of complex data and writing of reports; maintenance of CFO agenda, including the scheduling of appointments and meetings; general office reception; and, the maintenance of confidential records and information. This position may require the supervision of lower level employees. This position is an unclassified confidential (40 hours/week) position. Occasional evening and weekend work may be required.

Required Qualifications:

- Five (5) years' work experience in a professional office setting
- Proficiency with Microsoft Office Suite, i.e., Outlook, Word, Excel and PowerPoint
- Experience creating forms and spreadsheets and writing basic reports
- Excellent organizational and time management skills
- Ability to handle multiple demands and prioritize work
- Attention to detail and problem solving abilities
- Ability to work with a culturally diverse workforce and student body
- Excellent communication (written, oral and cross-cultural) and interpersonal skills

Preferred Qualifications:

- Bachelor's degree
- Administrative support experience working for an executive level professional
- Ability to oversee and/or direct the work of office staff
- Experience with management information systems

Application Instructions: For full consideration, applications must be received by **August 26, 2016**. Starting salary is from \$52,000; commensurate with education and experience. For more information and application instructions, go to <https://hrat.ccsu.edu/default.php>.

CCSU aggressively pursues a program of equal employment and educational opportunity and affirmative action. Members of all underrepresented groups, women, veterans, and persons with disabilities are invited and encouraged to apply.